



HUME CITY COUNCIL
**EVENTS
GUIDE**

www.hume.vic.gov.au



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Acknowledgement

This External Events Guide is based on multiple existing events management resources. Where possible, reference to the source of the information has been made inside this document.

Hume City Council also gratefully acknowledges the City of Casey for their assistance and permission to use some of the content within this guide.

Disclaimer

This guide has been developed as a resource to assist the Hume community to conduct events successfully and safely. Every effort has been made to ensure that the information is current and accurate.

However, the information should not be relied on in any circumstances where verified information is called for. Please seek further information and advice as required, particularly in relation to risk management, workplace safety and emergency management.

SECTION 1 - INTRODUCTION

Welcome

A number of events are hosted in Hume every year - some are organised by Council, some are organised by the community.

From school fetes to carnivals, firework displays and multi-cultural celebrations, Hume has something to offer all ages and interests.

Hume City Council is committed to working in partnership with community groups and organisations by providing advice to plan and deliver safe and enjoyable events.

Using this guide

This guide provides information on the key elements of planning an event.

It is intended to be a resource only. While it is comprehensive, you may have further enquiries throughout the planning of your event. Please feel free to contact Council's Events and Festivals Team for more information.

Not all sections of the guide will be relevant to your event. For example, if you are not having fireworks at your event, then the fireworks section will not be relevant.

It is important to note that as the event organisers, you must adhere to all relevant laws, maintain community safety and minimise the impact on the environment.

Event organisers have a duty of care under the Victorian Occupational Health and Safety Act 2004 to provide a safe operational environment.

For more information, see appendices:

- Events Checklist
- Events Application Form

Event definitions

There are many different types of events - some open to the public and some private. The different types of events include the following:

Launch - a launch is an opening of a new building, service or program

Exhibition - an exhibition can be described as a collection for public display (for example an art or photo exhibition)

Private event - a private event is via invitation only and could be a birthday party, wedding or other family celebration

Corporate event – a corporate event is organised for business guests, and could be a forum, business breakfast, or conference

Public event - a public event is any event open to the public, no matter what the size or whether it is held indoors or outdoors (for example an outdoor festival, an indoor workshop or a protest/rally)

Working with the Events and Festivals Team

Planning an event can be quite a task - so where do you start?

- Read this guide
- Complete an Event Application (if applicable) and submit it to:

Events and Festivals

Hume City Council

PO Box 119

DALLAS VIC 3047

Email: events@hume.vic.gov.au

Phone: 9205 2200

Fax 9309 0109

Be aware that your event application will be assessed in one of three categories and each requires a different length of notice for Council to approve:

- Small event - crowds of under 500 people (6 week processing period)

- Large event - crowds over 500 people (8 week processing period)
- Major Event - crowds over 5,000 people (10 week processing period)

Depending on the nature of your event, Council may be able to arrange a shorter processing period.

After the Event Application is Submitted

The Events and Festivals Team will review your Event Application. We may contact you if any matters need further clarification or if further information is required.

When all relevant information is submitted, the Events and Festivals Team will notify other Council departments to process the application and ensure all relevant legislation and requirements are met.

If the event is being held on a Council-owned site, the Events and Festivals Team will get back to you and advise if there are any fees or a bond that requires payment.

A site inspection may also need to be arranged before and after your event to ensure the site is left in its original condition. Only then will a bond (if applicable) be refunded.

Who's who

Getting approval for an event requires consultation with a number of Council departments. The Events and Festivals Team will work with the following departments to assess your application:

City Laws Department - responsible for issuing a number of permits, working with groups to address liquor licensing issues and issuing approvals.

Property Development – Responsible for temporary roadside signage on Council land (excluding road reserves). To apply for temporary signs on Council land complete the Application for Temporary Signs form.

Parks Department - responsible for issuing permission and conditions for use of Council parks and reserves. This department will be present at the site inspection before and after an event to monitor the state of the park or oval being used.

Traffic Department - responsible for Traffic and Car Parking Management Plans. They will advise on requirements and permissions for road closures and event parking.

Building Services - responsible for issuing Places of Public Entertainment (POPE) permits and Temporary Structure permits. A minimum of 8 weeks is required for the assessment and approval of these permits.

Health Department - responsible for issuing permits for the sale of food at events. The Health department also carries out random inspections of food premises to ensure compliance with Food Safety Practices.

Leisure Services - responsible for issuing permission for use of Council's active recreation reserves, halls and sporting facilities. They are also responsible for booking the reserve requested.

Waste Management - responsible for advising on the requirements to dispose of event waste. They can advise on the amount of bins required as well as the best location.

Corporate Support - public liability insurance is required for all events and festivals for no less than \$10m. Corporate support can help with any concerns regarding the legitimacy of certificates.

Occupational Health & Safety - assist with checking the safety of the event prior to its commencement. A checklist is prepared that covers risks from electrical through to emergency access.

SECTION 2 - GETTING STARTED

Insurance

For an event to be approved it is essential that the organisers have obtained Public Liability Insurance.

Individual parties such as contractors, stallholders and performers also require Public Liability Insurance and must submit a 'Certificate of Currency' to the event organisers.

Check this certificate for:

- Date of cover (must cover the period in which your event will be held)
- Listed venue/location and date (must cover the area in which your event will be held)
- Coverage amount (minimum \$10 million)

No Insurance?

Events cannot go ahead without insurance. Community groups may be able to source insurance via www.communityinsurance.com.au or www.localcommunityinsurance.com.au

Picking a date

The timing of your event is important, given that there are numerous events held every year, particularly during the summer season. To prevent your event coinciding with another event, please check City of Hume's Events Calendar on our website or talk to the Events and Festivals Team.

Budget

When considering your budget, remember that there may be costs with the following items:

- Public Liability Insurance
- Venue Hire
- Marketing and Promotion e.g. newspaper advertisement, design and printing of fliers

- Materials - toilet paper, cable ties, gloves, etc
- PA/Technical Equipment
- Entertainers/performers
- First Aid services
- Marquees, trestles, shade structures, seating, fencing
- Food and water supplies
- Administration (telephone, postage, etc.)
- Permit fees and bonds
- Traffic Management Company (for road closures or road usage)
- Power - generator hire, etc.
- Equipment hire - toilets, bins, lighting, etc.
- Contingency - generally 10% of total to cover those expenses that are overlooked

Fees and Permits

Fees and permits that may be applicable for your event:

- An administration fee (approx. \$75) is charged per 1000 attendees at the event. This fee does not apply to events expecting under 1000 attendees
- A booking fee may apply and is usually around \$52
- Place of Public Entertainment permit is approximately \$930 (if applicable)
- Fireworks Display Permit (free)
- Temporary Food Permits
- Victoria Police Permits (contact local Victorian Police Branch)
- CFA Permits (if applicable, may vary)
- First Aid Services (fees variable depending on the agency and the length of the event)

- Traffic Management Plan (various fees applicable if you outsource this management)
- Venue Hire (fees may apply depending on the venue)
- Bin hire and rubbish collection should you wish to hire them from Council (estimated costs are: bins from \$2.50, liners from 0.60c, drop off and collection of bins from \$65 each way).
- Ground hire fee (if applicable, cost may vary)
- Power (if applicable, cost may vary depending on usage)
- Water (if applicable, cost may vary depending on usage)
- Irrigation line marking (if applicable, costs may vary)
- Cleaning (if requested cost may vary depending on requirements)

**Please note that the above fees are subject to change.*

Bond

Hume City Council requires all event organisers that hold events on Council land to pay a bond before the event.

The bond amount is determined by Council's Events and Festivals Bond Policy (See appendix, Events and Festivals Bond Policy).

The bond will be fully refunded if the site is reinstated to its original condition.

Occupancy Permit, Place of Public Entertainment (POPE) Permit

The Building Regulations 2006 have recently been amended, in particular Regulation 1102, as it relates to Occupancy Permits for Places of Public Entertainment (POPE).

Events are exempt from the requirement to obtain an Occupancy Permit (POPE) if the following provisions are met:

- The event is organised and controlled by a not-for-profit community-based organisation, and;
- The number of persons in the place at any one time during the event does not exceed 5000.

Otherwise, an Occupancy Permit for a Place of Public Entertainment will be required for the proposed event. If you believe that you are entitled to the exemptions set out in the Building Regulations above-mentioned, you should provide Council with a Statutory declaration to that effect.

In summary:

Community-based organisation means a body, whether incorporated or not, that:

- is not established primarily for the purposes of profit or gain and;
- does not distribute any profit or gain made in the conduct of its activities to members and;
- operates in a community wholly for either:
 - a philanthropic or benevolent purpose (eg. A school council); or
 - any sporting or recreational purpose (eg. A football or netball club).

We request that you provide Council with a Statutory Declaration to substantiate that your organisation and your proposed event meet the criteria set out in regulation 1102 in terms of exemption from the requirement for an Occupancy Permit for a Place of Public Entertainment.

If you have any questions regarding the POPE permit please contact Council's Building Department.

For more information, see appendices

- POPE Permit Application
- POPE Permit Policy

Landowner Consent

Written consent from the landowner(s) and leaseholder(s) for the purpose of the event is required for the properties where the event will take place.

If your event is on private land - You may choose to hold your event in a privately owned venue such as an auditorium or school ground. You need to get permission (in writing) from the owner to use their venue and discuss details such as when you can access the venue, cleaning expectations or any costs associated. You do not have to complete Council's Event Application Form.

If your event is on Council land - In this instance Council's Property Development Department provide a letter of consent to use Council's land as part of the event application process.

APRA License

Your event may require an APRA license. You need to apply if your event has either live or recorded music or is charging an entry/admission fee. Copyright laws may apply when songs are performed. You will be required to pay a performers rights fee to APRA (Australian Performing Rights Association). Contact APRA for advice. www.apra-amcos.com.au

On the application, you need to include how much you will be spending on performers or how much the entry/admission fee pricing is.

Protest

It is recommended that anyone planning a protest notifies Council and the Victoria Police of the details. Please ensure public safety is a priority in your planning. There may be permits and regulations to meet so please ensure you obtain them if required. A list of potential permits and regulations are listed in this document. We suggest forwarding a copy of your Public Liability Insurance, Risk and Emergency Management

Plan, Traffic Management Plan and other documentation to Council as applicable.

Ticketing

If you are charging an entry fee you will need to handle the funds appropriately. You may wish to consider using a provider such as www.trybookings.com who can handle ticket booking for you.

Raffles

If you are planning on running a raffle or coordinating a fundraiser please consult the state governing bodies for best practice and advice.

- For information on fundraising visit: www.consumer.vic.gov.au
- For information on raffles visit: www.vcgr.vic.gov.au

SECTION 3 – VENUE / SITE

Venue Selection

There are many considerations to take into account before confirming your event venue, such as the location of water, power or trees. The venue you select may be a hall, park, reserve or open space and could be either owned by Hume City Council or privately owned.

Factors to take into account when selecting the venue for your event are:

- Type of venue, indoors or outdoors
- Suitability for event
- Location (is the travel time to venue reasonable)
- Proximity to public transport/adequate car parking
- Cost of using the venue
- Accessibility
- Services available, eg. power, water, toilets, shelter from weather conditions

For more information, see appendices

- Venue Checklist
- Hume City Council Halls and Community Facilities

Venue/Site Inspection

Before submitting your event application, please undertake a venue inspection to ensure the venue is appropriate for your event. Use your venue inspection to consider the following factors:

- Power - location, source (i.e. single/three-phase), distance from power outlet to where you will need to use the power
- Shelter - locations, size, type of shelter (tree, shade cloth, wooden structure, etc) direction of openings
- Water - locations, type and number of outlets, wash basins

- Access - venue entry points, venue exit points, traffic flow blocks, accessibility, stairs and ramps, vehicle access
- Permanent structures - locations, entries and exits, foyer, entry, toilets, kitchen or catering facilities
- Floor/ground - undulating ground, floor covering grass, cement, bark, irrigation
- Parking - location, car spaces available, accessible parking
- Fire Services - exit doors and signs, extinguishers, fire hose reels
- Other - trees, paths, signs, roads, fire hydrants/blankets/extinguishers

Power

Although it is dependent on your event concept and programming, you will more than likely require power to host your event. Power comes in two forms: single-phase power and three phase power.

Single-phase power - also known as a 240volt power outlet. You generally find two single phase power outlets next to each other in residential situations. Requirements for events are generally for single-phase power although some items require more power.

Three-phase power - items such as catering vans or concert lighting set-ups may require this type of power. These outlets are bigger and look different to single-phase outlets. Having sufficient power supply is also important to avoid problems such as tripped fuses.

Regardless of the type of power, all power leads must be covered with approved safety pads to prevent damage by traffic (pedestrian and motorised). You may need to hire an electrician and generators to supply power for your event. Hiring an electrician will ensure that efficient power is supplied, no shortages occur and that all leads are safe.

Testing and Tagging Electrical Cords

As an event organiser, you have a duty of care to ensure that event staff/volunteers, suppliers and visitors to the event site are safe from injury and risks to their health. You must, manage any safety risks surrounding electrical hazards, in accordance with the requirements of the Occupational Health and Safety Act 2000.

Be sure to:

- Use a competent and qualified person who regularly tests and inspects electronic tools, extension leads and portable electrical equipment – inspection tags must be fitted once checked recording inspection.
- Visit WorkSafe Victoria (www.worksafe.vic.gov.au) for further information.

Equipment Hire

There are many items that you may need to hire for your event such as stage and sound equipment, toilet hire, face painters or pony rides. The equipment that you need to hire could include:

- Marquees
- Toilets
- Staging and AV equipment
- Chairs and trestle tables
- Traffic cones, bollards and signs
- Fencing and barrier mesh
- Safety vests
- Radios

Using a Contractor?

Running an event can often require external support from technical experts such as electricians, plumbers and event equipment experts. Some useful tips to follow:

- Book them at least 30 days prior to the event

- Confirm the contractor's availability and develop an agreement
- Obtain the contractor's Public Liability Insurance 'Certificate of Currency' (no less than \$10M) – this will be required with your Event Application.
- Agreements with the contractor should be created by the event organiser and signed by the contractor before the event

Temporary Structures

Given the changeable weather conditions in Melbourne, the use of marquees and tents for outdoor events should be considered as part of your contingency planning. Outdoor events usually require marquees to provide both shade and shelter from weather conditions.

You may be required to submit an application for temporary structures if you propose having any of the following structures at your event:

- Tents, marquees or booths with a floor area greater than 100 m²
- Seating stands for more than 20 persons
- Stages or platforms exceeding 150m² in floor area
- Prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface.

These large structures must also be registered with the Building Commission and erected by a registered contractor. Registration of the structure with the Building Commission is usually organised by the supplier of the marquee.

Registrations allow for a schedule to be generated, which ensures that maximum occupancy numbers are designated, that suppliers of fire extinguishers are appropriate, and that suitable exits are available for egress and emergencies.

When using a temporary structure, especially on days of unfavourable wind conditions, take extra precaution to ensure that the structures are

properly secured. If the structure cannot be pegged or weighted securely, then speak immediately to the event manager and/or contractor about whether it is safe to erect it. In extreme wind conditions (winds over 40km/h), consult with the event manager and contractor in the first instance. Use of umbrellas, marquees, tents and stage may be prohibited on these days.

Accessibility

Under the Disability Discrimination Act 1992 and the Equal Opportunity Act 1995 (Vic), when a person with a disability wants to attend a festival or outdoor event, then equitable, dignified access must be provided.

Providing access for people with a disability will also assist event organisers to comply with many occupational health and safety issues as well as reducing exposure to potential liability claims. You will need to consider 'access for all' when planning your event.

An accessible event improves the experience of an event for people with a disability, and also for a wide range of other participants including families, older adults, parents with prams and performers and staff carrying equipment.

Consider:

- Temporary portable ramps
- A person at the entry point to offer assistance
- Portable accessible toilets
- Clear signage and maps
- Close parking to event site
- Continuous accessible path of travel with obstructions
- Easy access to move around the event for prams, wheelchairs or scooters
- Training of staff in disability and communication skills
- Promoting your event as accessible

For further information you can access Meeting & Events Australia, Accessible Events Guide here

http://www.meetingsevents.com.au/downloads/Accessible_Events_Guide.pdf

Companion card

The Companion Card is a tool to assist organisations that charge an admission or participant's fee to comply with existing antidiscrimination legislation. The Companion Card is issued to people with a significant, permanent disability, who can demonstrate that they are unable to access most community activities and venues without attendant care support. The card contains a photograph of the card holder and can be presented when booking or purchasing a ticket at events and venues. The card can only be used if the card holder requires attendance care support in order to participate at that particular activity. Participating organisations will issue the card holder with a second ticket for their companion at no charge.

Toilets

With regard to amenities, you will need to refer to the Building Code of Australia 2005. Please use the following as a reference:

In places other than buildings:

- i. One closet fixture for every 200 female patrons or part thereof
- ii. One closet fixture or urinal for every 200 patrons or part thereof, at least 30% of which must be in the form of closet fixtures
- iii. One wash basin for every 200 patrons or part thereof
- iv. For use by disabled persons, one unisex facility for every 100 closet fixtures or part thereof
- v. One drinking fountain or drinking tap for every wash basin required under (iii)

Toilets must be provided and maintained in a clean state throughout the event. Access for the disabled is also required.

If the event is held in a reserve with existing public toilets Council needs to be notified, to arrange cleaning prior to the event.

You will, however, be responsible for maintaining their cleanliness during the event unless you wish to pay for a contractor to do extra cleaning. It is recommended that toilets are cleaned every 2-3 hours, and that there is adequate cleaning staff available, in case of emergency. Don't forget to buy lots of toilet paper.

Hiring Toilets

If your venue does not have an adequate number of toilets, you will have to hire additional toilets. Companies that hire toilets can be found online.

Water

Drinking fountains can be hired or you can apply to have them for no charge through companies such as Western Water or Yarra Valley Water – depending on which region your event is held.

At outdoor events, organisers must:

- Provide one drinking fountain or drinking tap for every 200 patrons (a washbasin does not constitute a drinking fountain or tap). This is consistent with the requirements of the Building Code of Australia
- Provide drinkable water that is freely available - also consider fountains or bottled water for staff, volunteers, performers and contractors
- Provide signage to direct patrons to the water. This could be included in site maps that are provided with tickets to the event and at the information centre
- Not place drinking taps in areas that have the potential to form a bottleneck of patrons

Traffic Management

If it is likely that the event may affect local traffic, a Traffic Management Plan may need to be submitted along with your application. Things to consider as part of the Traffic Management Plan:

- Parking areas (can also be included on your site plan if a traffic management plan is not required)
- Pick-up/drop-off points
- Entry/exit points for emergency vehicles
- Entry/exit points for other vehicles (i.e. stallholders or contractors)
- Locations of road closures
- Locations of barricades and signage
- Location of traffic marshals and police

Pedestrian Management

Walking to a community event is encouraged but it is important that certain steps are taken to ensure pedestrians (and cyclists) can access the event site and surrounding areas safely.

Things to think about:

- Paths – have you allowed enough space to enable the crowds to access through the area safely?
- Crowd barriers – have you considered barriers in areas such as in front of the stage, between stalls, or other areas that you don't want pedestrians to access?
- Pathway closures – if you have to close pathways it may affect those passing by who are not necessarily attending the event. Have you planned for signage, alternative access, barriers, etc

Waste Management

Event organisers are responsible for the waste and litter generated at their event. The organisers are required to meet all costs incurred in relation to waste and litter management. A Waste Management Plan needs to be submitted including the proposed waste management strategy. The plan must detail the

number of bins and their locations around the site, how rubbish levels will be managed (i.e. monitoring and replacement of full bin liners), provisions for excess rubbish storage (where necessary), scheduled litter collections and how the rubbish will be removed from site.

Bins

Wheelie bins for general garbage and recycling can be hired from Council. Bin hire costs approximately \$2.50 each, bin liners are 60c each and delivery and collection of the bins is approximately \$65 each way (rates vary depending if it's a weekday or weekend delivery).

A site plan for a sufficient amount of bins/skips, including recycling facilities is also important during the planning stages of an event. It may also be useful to arrange a litter team to assist with clean up after the event.

SECTION 4 – RISK FACTORS

Risk Management

It is vital to assess all the possible risks associated with running your event. By assessing the risks and addressing any potential hazards, you minimise the risk to the health and safety of those working at or attending the event. It is advised to undertake this process with the security company, venue manager and emergency services that will be involved in the event.

A Risk Management Plan is an important part of your event application to ensure that any possible risks are considered.

Some potential hazards you should think about include:

- Fire
- Slips, trips and falls
- First aid/medical emergencies
- Security emergencies
- Lost children
- Extreme weather conditions – heat, wind, storm, etc
- Crowd crush
- Gas explosion
- Proximity to bodies of water

For more information, see appendix

- Risk Management Plan template

Emergency Response Plan

Events can become disorganised when an emergency occurs and panic replaces basic reasoning. As no event can be made entirely hazard-proof, event organisers must ensure that they are capable of dealing with any type of emergency that may arise.

Effective control of an emergency situation is largely dependant on pre-planning and clear communication.

An Emergency Response Plan should be written for your event and could include the following:

- Roles and responsibilities should be clearly outlined
- Detail arrangements for on-site emergencies not requiring outside help
- Specify arrangements to request further police and other emergency services outlining at what point you hand over control to police and emergency services
- Personnel who can authorise evacuation
- How the event will be interrupted
- Access and evacuation routes for site
- Establish an emergency control centre, which has back up power and lighting
- Meeting points for emergency services including triage and ambulance loading areas
- Details of hospitals prepared for a major incident on your contacts list

The plan should be reviewed as soon as possible after an emergency has occurred, to ascertain whether procedures were followed, and whether they were adequate.

Contingency Planning

Once you have identified the risks associated with your event, think about your contingency planning. A contingency plan is a must - performers may be late or worse still, fail to make an appearance or inclement weather may affect your outdoor event. Planning for and organising alternative arrangements for the unexpected will prevent unnecessary disruption to the program.

Security and Emergency Services

There is always the potential for problems to occur during events.

Whilst security is not a necessity for all events, having security provides a visible deterrent, therefore consider this carefully. Council may

require you to hire security for your event, depending on the event size and nature.

The general recommendation is one security guard per 100 patrons - a security company will be able to provide better advice after a briefing on the event. You may need to notify the police of the event so they will be on stand-by if requested to attend.

A security briefing usually includes what you will need security to do - the main responsibilities to consider are crowd control, cash protection, asset protection and procedure for confiscated or prohibited items.

If the attitude of the security personnel is friendly and professional, it can help to maintain a positive atmosphere among patrons.

Additionally, security personnel should:

- Be able to communicate with each other and First Aid officers (via radios)
- Be able to communicate with other security providers if applicable (via radios)
- Control access to stage or performance areas
- Provide security control at entrance and exits
- Minimise the risk of fire by patrolling areas
- Assist emergency services if required

Code Red Fire Days

Since the bushfires in 2009, Victoria has adopted the new nationally agreed Fire Danger Rating scale to help communities understand information about fire danger.

This new scale recognises the significant increase in severe bushfire conditions over the past decade and the subsequent greater level of danger to the community. During an extreme heat wave, the State Government may declare a high risk day as being a Code Red Fire Day.

On the declaration of a Code Red day, the Hume City Council recommends that event organisers visit the CFA website to view the Code Red Day recommendations at: www.cfa.vic.gov.au

First Aid

First aid posts should be properly staffed and equipped. Most importantly they must be clearly identified and easy to find by those who need it. The number of posts will depend on the size and scale of your event. There should be a standard level of care provided by first aid teams at your event (minimum of Senior First Aid – Level 2).

Serious injuries on site will require the services of Metro Ambulance Service (dial 000). You should advise (in writing) the Police, Fire Brigade, and Ambulance who service the area where the event venue is.

Depending on the size of the event some of the emergency services will need to have a presence on the day.

Sun Smart considerations

The health of employees, volunteers and patrons at your event is important. You can minimise UV exposure and protect those involved by considering the following items when planning your outdoor event:

- UV radiation levels are at a peak between 11am and 3pm
- Do you have adequate shade available at your event?
- Clothing - ensure your event staff/volunteers on the day are wearing sun smart clothing including hats
- Have sunscreen available at the event for community use
- Encourage your event staff/volunteers to set a good example on the day.

Gas Appliances at your event

Event organisers and caterers have obligations under the Work Safety Act 2008 to ensure the safe use of gas cylinders and gas appliances.

A gas safety check list is provided as a minimum recommendation to event organisers. All caterers, food outlets and other gas users are required to complete basic gas safety checks prior to commencement of a public event.

The organisers may remove from the site any person using or intending to use gas who fails to complete the checklist, makes a false declaration or knowingly uses an unsafe gas installation. Utilise the Energy Safe Victoria Gas Safety Self Checklist at www.esv.vic.gov.au

For your information, see appendix

- Energy Safe Victoria Gas Safety Self Checklist

Public Transport

It is regulation that events affecting public transport need to submit an Event Notification to the Public Transport Division of the Department of Infrastructure.

Visit www.doi.vic.gov.au/eventnotification to assess whether this is necessary for your event.

SECTION 5 – ON SITE

Production

A production plan assists staff/volunteers at the event to know what their tasks are and what time this needs to happen. The plan can also include contact list, site plans, emergency procedures and any other documentation that will be needed at the event to ensure it runs smoothly.

Signage

Signage at the event is important to help attendees find their way around it - they may be looking for toilets, first aid, stages, seating and other important conveniences. Signage can also help make the festival look professional and colourful. The simplest way to do this is through using clear, highly visible signage. Signage with symbols and images works well as they can be interpreted by the majority of your patrons.

Entertainment

The event program should reflect your reason for hosting the event and include suitable program content. You will need to consider activities with your audience in mind. Make sure you have a good combination of performers to keep interest in the event from start to finish.

For instance, programming for children's activities also brings out parents and carers. Entertainment agencies can help book talent that suits your audience and budget.

Sound and Lighting

Factors to consider regarding your sound and lighting equipment are:

- Requirements of performers
- Venue size
- Indoor or outdoor event (may require wet weather equipment)
- Size of the audience
- Daylight or evening hours
- Location (i.e. noise restrictions when close to residential areas)

- Electrical requirements of equipment (to ensure you have the right power source)

Stallholders

The nature of your event will determine whether you involve stallholders. Some events may need only a few stallholders while larger festivals or events may involve 30 or more. Stalls can range from community to commercial and market stalls and provide products such as food, coffee, craft items and information. If you choose to invite stallholders to participate in your event you will need to gather the appropriate paperwork, including public liability insurance, food handling permits, electricity requirements etc.

Photography

Photography at an event can be useful for future promotion, sponsors reports or post-event promotion. Permission to take photos should be sought from event patrons and a sign should also be displayed at the event stating that photographs will be taken.

Carnival Rides / Amusements

Carnival rides and amusements at events can be a major draw card. Major amusements operate on a number of different levels including:

- You can pay a flat-fee to the operator and they will operate the ride at no cost to participants.
- You can negotiate a partial flat-fee payment to the operator and the ride will be operated at a discounted price.
- The ride operator can operate the ride at full cost and return a percentage or flat fee payment to you for this opportunity.

The event organiser should obtain copies of public liability insurance to cover each amusement, risk assessments and WorkCover Registration papers for every *Class 2* and above amusement structure. You need to also be mindful of wind speeds and inflatables such as jumping castles. Please cover this in your risk assessment.

Site inspections

Council may choose to do a site inspection during your event as well as before and after to ensure the set-up and the site is reinstated to its original condition. Another aspect that Council will be checking is that the event is safe.

Fireworks

All fireworks applications for indoor and outdoor events are now assessed on an individual basis subject to the completion of the following conditions:

- Event organisers must notify Hume City Council
- A copy of your public liability insurance certificate of currency, with a minimum of \$10 million cover, is to be submitted to Council
- Event organisers engage a licensed pyro-technician and utilise low-noise fireworks to minimise the impact of noise on residents and animals
- The event organisers and/or the pyro-technician obtain a 'Notification of Intention to Discharge Fireworks' from WorkSafe and provide a copy to the Events Team (contact WorkSafe on 1300 852 562)
- Event organisers must advise all residents and businesses within a one kilometre radius in writing of the fireworks, and the date and time of when they will occur at least seven days prior to the event
- No display shall occur after 10.30pm or on any day of a total fire ban, EPA Smog , Alert Day, nor if winds exceed 10 knots
- Shells with a diameter of over 150mm are not permitted
- The pyro-technician must notify the local CFA as well as airspace control of the display

For more information, see appendix

- Fireworks Policy

SECTION 6 - FOOD & DRINK

Catering

The catering should be appropriate for your audience and timing. Booking a catering company or mobile food vendor is an easy option, but for an event that runs through lunchtime consider picnic style lunchboxes or get community groups to undertake catering efforts and provide low cost catering alternatives to patrons.

Food Hygiene

Food is an important aspect at any event. Having safe food handling practices in place will help minimise the potential health risks associated with food preparation and serving. This will also ensure that those responsible for the event, and those attending, are satisfied with the food service provided.

When planning to have a temporary or mobile food vendor at your event you must ensure the food vendor is appropriately registered under the Food Act (*Streatrader*) with their principal Council as either class 1, 2 or 3 food business. The principal Council is the municipality responsible for approving the food businesses food handling operations.

If the business is a class 4 food premises, registration is not required, however the food vendor is still required to submit a *Notification* form through *Streatrader*. The notification does not need to be renewed annually. Class 4 food business includes simple sausage sizzles, shelf-stable pre-packaged food such as bottled jam and sauces and uncut fruit and vegetables.

Under the current state-wide Food Act registration and notification scheme, temporary and mobile food premises are required to only register or notify their principal Council via *Streatrader* (online). It is also the food vendor's responsibility to ensure a "statements of trade" (SOT) is lodged via *Streatrader* at least 5 days before trading.

For further information visit <https://streatrader.health.vic.gov.au/> Environmental Health Officer's (EHO's) from Council's Public Health Unit may inspect the temporary or mobile food premises at an event to ensure food safety practices are in compliance. If food standards are not being met EHO's will request that the breach be rectified or request the premises be closed down.

Product Packaging

Use of packaging made from recycled materials is preferred. Avoid plastic bags and unnecessary items. There is plenty of support and guidance available to event organisers.

Promoting your event as waste conscious also ensures that your patrons know what is expected of them on the day. If the event has a range of food/beverage vendors, it is a good idea to discuss your waste management expectations with them too.

Read more at www.mwmg.vic.gov.au

Alcohol at Events

Whilst many people enjoy a responsible drink during an event there are some who drink to a level of intoxication. This has potential to detract from the event and cause significant impact to others in attendance. It is essential that responsible behaviour is encouraged and appropriate action is taken to reduce any harm associated with irresponsible consumption of alcohol.

Priority should be given to running an alcohol free event. Alcohol free events are just as enjoyable and result in even greater successes than events that are marred by the adverse effects of alcohol consumption.

Liquor Licensing

Liquor Licenses are required for alcohol to be supplied and/or consumed at events and can be obtained through the office of Liquor Licensing

Victoria. A limited 'temporary' license can be applied for online at www.justice.vic.gov.au . Once you apply, a copy of the application is forwarded to Victoria Police and Council for comment. Once both Council and Victoria Police approve the application, you will receive notification from Liquor Licensing Victoria. In the event that either office has made an objection to your proposal, you are also notified in writing.

The application process can take up to 4 weeks for processing, in some cases this may be longer depending on the nature of the event. Should the proposal not be supported there is an option to work with Council and Victoria Police to make a variation to your application to address the raised concerns.

It is likely that as part of your approval process a Liquor License Management Plan (LLMP) will need to be prepared which will address a variety of techniques on how alcohol will be supplied responsibly and safely. This document can be developed in cooperation with the Council and Victoria Police.

Responsible Service of Alcohol

To ensure an environment that is safe and enjoyable for guests and the community, it is advised that the Responsible Service of Alcohol is practiced. Events involving alcohol must comply with the Liquor Control Act 1988. Any person engaged in the sale or service of liquor must have completed a training course in the Responsible Service of Alcohol.

The following Responsible Service of Alcohol actions should be included in your planning:

- Staff serving alcohol are not permitted to consume alcohol immediately before or during the event
- The way in which alcohol is served should be considered. It is recommended that plastic cups be used to serve alcohol, rather than glasses or glass bottles

- Activities which encourage heavy and rapid consumption of alcohol are not permitted
- Event organisers are encouraged to monitor the drinking behaviour of guests and follow up on inappropriate methods of consumption
- The bar should close prior to the event finishing time to provide guests with time to drink water or non-alcoholic beverages and leave the event in an orderly manner
- Alcohol should be sold, served and consumed in designated, licensed areas only
- The types of alcohol to be sold or served has been considered and includes light and mid strength alternatives
- A variety of non-alcoholic beverages must be offered at the event
- Event staff should be equipped with sufficient knowledge to provide guests with information about the alcoholic beverages available at the event. This information should include the type of drinks available, the strength of each drink and standard drink details
- An intoxicated person and persons aged less than 18 years must not be served, sold or assisted in obtaining alcohol
- Event organisers are aware of the incident reporting procedure
- Promote responsible drinking at the event

Alcohol at Council Venues

Council's Local Laws do not allow consumption of alcohol in public places. This includes recreation reserves, public reserves, parks or areas of open space.

You will need to ascertain who your event target market is keeping in mind that alcohol cannot be served to those under the age of 18 years. It is likely that a liquor license approval will not be granted for events where the dominant activity focuses on persons under the age of 18 years.

Alcohol and Event Promotion

It is highly recommended that all events promote responsible drinking in the promotional material and during the event itself.

Advertising for events should:

- Not emphasis the availability of alcohol
- Not encourage the excessive consumption of alcohol
- Make equal reference to the availability of non-alcoholic beverages

SECTION 7 - INVITING PEOPLE

Invitations

Inviting VIPs and guests will often draw further attention and attendance at your event. If you invite VIPs you will need to provide parking on site and dedicate a staff member to greet them when they arrive at the event.

Mayor and Councillors Attendance

If you would like the Mayor of Hume and/or Councillors to attend your event or make a speech, you will need to provide at least 20 days' notice. The request can be made as a part of the event application or via a letter to the Executive Office. Be sure to include the event date, time and location. The Mayoral diary does fill fast, so don't be too disappointed if an elected representative is unable to attend.

Reserved Seating

You may need to reserve seats at your event for the disabled, elderly, speakers, performers or VIP's. Ensure that you have 'reserved' signs on these seats to ensure that other guests are aware that they are not available.

Name Tags

Name tags can be helpful for all of those attending, especially if it's a smaller gathering. It is advised to lay out the name tags in alphabetical order in a prominent position at the event.

Tell the Neighbours

As part of your event application, you may be required to formally advise surrounding residents and businesses. This is particularly important if the event includes fireworks or road closures. Telling the neighbours of your event plans, even when the impact on them is minimal, is a courteous gesture.

Businesses - if your event will have an impact on surrounding businesses, such as parking or road closures, you should notify

them. Draft a letter detailing the event - they will appreciate the notice and will be able to prepare for the impacts.

Residents - if surrounding residents will be affected by your event, again with things such as parking or road closures, you should notify them of the details and suggest alternatives.

Noticeboard permit

If you are planning on using noticeboards (also known as real estate boards) to advertise your event, you will need to apply for a permit as part of your event application. You will be required to submit the proposed locations and design of the boards for approval. The design should be simple, bright and easy to read. You may also need to get permission from Vic Roads to display a sign on a major road within Hume.

Event Calendar

Your event information can be inserted into Council's online Community Events Calendar via www.hume.vic.gov.au through the 'what's on' tab.

You can also list your event for free on the Events Victoria website <http://www.eventsvictoria.com>

SECTION 8 – NEIGHBOURHOOD GATHERINGS/EVENTS

“The community you want starts at your front door”

A neighbourhood get-together is a great opportunity for neighbours to meet each other, have fun and build lasting relationships.

Your gathering can be small, rather than a large scale event. Success is not just dependent on the number of people at the event.

Why Hold a Neighbourhood Gathering?

Some reasons to have a neighbourhood gathering include:

- To establish friendships.
- To have fun and increase social connections.
- To reduce social isolation for people in your community.
- To encourage neighbours to look after and care for their neighbourhood.
- To build safe and inclusive communities.

Ways to Meet the Neighbours

There are many ways in which you can get together with your neighbours; the opportunities are endless but here are some ideas:

- Have a BBQ in the local park.
- Hold a get-together in your street or organise a street garage sale.
- Invite your neighbours over for an informal get together.
- Organise a neighbourhood group bike ride or walk around the neighbourhood.

Tips for Planning Your Neighbourhood Gathering

Talk To Your Neighbours

- Invitations can be used to gain feedback from neighbours. Make sure you request they send any feedback or approval forms back to you.
- Go door to door. This adds a personal touch and you would be surprised how many people offer to help.
- Phone your neighbours if you have their phone numbers.
- A casual approach can be used to inform neighbours such as when you see them doing their lawns.
- Take every opportunity to ‘word up’ your neighbourhood as often as possible prior to the event.

Choose the Location

You may want to consider alternatives to hosting the gathering at your home.

- A nearby **park or reserve** can be a great setting for a street or neighbourhood gathering.
- **A private space** such as a driveway, backyard, front lawn or shared space around flats / apartments may suit your needs. Using private property does not require a permit from Council, however you should check with your insurance company about public liability cover.
- **A Street Gathering** is a social event held outdoors in a street or other public area; typically one organised by and for local residents. A road closure may be required for local roads and reserves.

Note: A road closure permit is required from Council to temporarily close any part of the road, reserve or car park which is managed by Council.

Get Council Permits and Approvals

To apply for a Neighbourhood Event Approval (involving a road closure), you need to notify neighbours in writing that you intend to apply for approval at least one week before you lodge your application to Hume City Council.

Council requires that event organisers gather the written support of 75 per cent of affected residents in order to get an Event Approval. Door-knocking your neighbours is a good way to gain support for the neighbourhood gathering and to identify people who may wish to help organise it.

A sample letter to inform neighbours is available to download from Council's website https://www.hume.vic.gov.au/Whats_On/Events_and_Festivals/Events_Guide

Lodging Your Application

- ❖ Your application must be lodged at least six weeks before the date of your event.

If you are closing roads for your neighbourhood gathering, you must:

- Get permission from either VicRoads or Hume City Council for the road closure (depending on who manages the road). For further advice call Engineering and Assets at Council on 9205 2200.
- Provide Council with a Traffic Management Plan identifying road closures, parking and emergency access routes.
- Submit your application for a Neighbourhood Event Approval to Council's Events and Festivals Team together with:
 - A valid Public Liability Insurance Certificate of Currency.
 - A Traffic Management Plan of the exact location.
 - A copy of the flyer used to notify residents.

- Any objections sent to you as the organiser.
- Please note fees may apply for additional services required for your event.

Organise Public Liability Insurance

Before a permit can be issued for a neighbourhood get-together you must secure **public liability insurance** with at least \$10 million coverage. The Local Community Insurance Service provides insurance suitable for street parties. Visit www.communityinsurance.com.au or telephone 1300 853 800 for more information.

Please note you are under no obligation to use this option. Check the Yellow Pages or Google *Insurance* for further options.

Budgeting

Remember that there may be costs associated with your neighbourhood event.

Consideration should be given to the following expenditure items:

- Event approval fee
- Traffic Management Plan (if an external company is hired to develop and implement)
- Bond (if your event is on Council land)
- Public Liability Insurance
- Food/drink
- Entertainment
- Marketing/promotions
- Tents/marquees

However, you may be able to lessen the cost of your event by emailing out invitations, having everyone that attends bring a plate of food or drink and asking neighbours to provide some or all of the entertainment.

Consider having a gold coin donation where all attendees chip in to help cover some of the costs of holding the neighbourhood gathering.

Invitations

It is important to get the word out and to keep all of your neighbours informed through both written and verbal communication.

Once any required permits are obtained, it is a good idea to distribute invitations at least three weeks ahead of the event. When sending out invitations be mindful of the following:

- In selecting who to invite use natural neighbourhood boundaries where possible (i.e. the end of the street).
- Remember to be clear in your flyer which area (street, cul-de-sac) is invited to join the get-together.
- Use social media for getting the word out quickly and cheaply, however, be careful of circulating the invitation to the broader community, as this may create a public event.
- Be inclusive as possible and ask people to RSVP so you know how many people to expect.
- Be clear about start and finish times.
- Send out a reminder to neighbours at least one week prior to the event.

Remember to let people know what facilities will be available and what they need to provide themselves i.e. food and drinks etc. You might also consider making a list of all the things that you need on the day (e.g. barbeque, eskies, tables, music equipment and utensils) and ask people to volunteer to bring particular items.

Ask people to get involved in some way; this might be providing entertainment, making decorations, running activities on the day, promotions or whatever others feel they can contribute.

Food and Drinks

- BYO food and drink is probably the easiest to arrange or you might like to suggest “bring a plate” option and coordinate what different people bring.
- If you are sharing food or preparing food in a common area, make sure that you check if there are any allergies or cultural considerations.
- If you have a theme for your event you can match the food to the theme. You might also like to celebrate the diversity of your street and ask people to share food from their cultural background.
- For more information about safe food preparation contact Council’s Public Health Unit on 9205 2520 or follow the website link and visit www.hume.vic.gov.au/Services_For_You/Health/Food_Businesses

Alcohol

If you decide to allow alcohol at your event make sure that it is managed responsibly. In organising your event it is important to be aware of the following regarding the serving and consumption of alcohol.

For Information about having alcohol at your event please see **Alcohol at Events** in Section 6, page 22 of this guide.

Smoking

You may also want to set some ground rules about smoking, especially if the event is being held in your home. If you already have rules about smoking at home, they could also be used for the gathering.

Music and Entertainment

The neighbourhood get-together could include music and entertainment. You will need to consider activities with your audience in mind.

Make sure you have a good combination of music and entertainment to keep interest in the event from start to finish.

Entertainment can include:

- Live band or DJ's
- Roaming performers
- Face painting
- Board games

There is no limit to what type of entertainment you can have.

Games can include:

- Trivia
- Quizzes
- Twister
- Egg and spoon races
- Sack races
- Tunnel ball

Have an active event! Arrange a team game of odd house numbers versus evens: try cricket, volleyball, rounders or your favourite game.

Make sure there is time for people to mingle freely and talk to each other and remember that not everybody will feel comfortable to join in an organised activity.

Noise

Noise can be defined as 'unwanted sound'. What may be pleasurable sound to one person can be noise to another.

If your event is within a residential area, amplified music and other noise that can be heard from inside a residence must cease at 11pm on a Friday and Saturday, and at 10pm Sunday to Thursday. Noise may not commence before 9am on Saturday and Sunday or before 7am on weekdays.

For further information please contact Hume City Council Local Laws 9205 2200 or alternatively email us at contactus@hume.vic.gov.au.

Weather

It is a good idea to have a contingency plan for rain or extreme weather. Ensure guests are well aware of what will happen if it rains on the day of the scheduled neighbourhood gathering.

Whilst you cannot plan or control the weather you can put steps in place in your planning process that will minimise risk and disruption to your event. Planning ahead is the key and knowing prior to the event that steps have been put in place to manage extreme weather circumstances will help greatly in the event that it actually does occur. Keep an eye on the weather forecasts prior to your event through either news reports or the Bureau of Meteorology www.bom.gov.au.

Here is a list of recommendations to include in your extreme weather plan:

- If your event is outdoors do you have a back-up inside venue?
- Have you allowed extra time for your set up if rain causes delays?
- Have you organised a communication plan should your event need to be cancelled?
- Have you provided sunscreen for guests?
- Do you need to increase shaded areas to avoid sun?
- On Total Fire Ban days you may need to cancel or modify activities that involve naked flames such as barbecues.

Supervision and Security

- Consider the roles of supervision and security for your get-together. Who will you use and how many people are required?
- Supervision is about having help available to assist with unwanted visitors and/or a medical emergency.
- Having an attendance sheet to register who will help with screening unwelcome guests.
- Ensuring that supervision is visible greatly helps to deter gate crashers.

Partysafe Program - Victorian Police

The Victoria Police Partysafe Program is about minimising the risks to safety at parties such as violence, intoxicated guests, or gate crashers so that hosts and their guests can stay safe.

The program allows you to register your gathering with the police online or at your local police station.

How to register your event:

1. Read the *Victoria Police safe Program booklet and brochure*.
2. Complete the *Victoria Police Partysafe Program registration form*. This can be completed online, or you can download a copy of the registration form and submit to your local police station. Alternatively you can attend your local police station to register.
3. Submit your form either online or at your local police station nearest the event.
4. After you register, ensure that you download or collect a poster from your local police station to place at the front door showing guests the has been registered with Victoria Police.
5. Please be mindful that late registrations may impact on Victoria Police's ability to manage your event information. It is advised that you register at least two days prior to the event.

When you register, consider the following:

- The number of people likely to attend your gathering.
- If there will be alcohol.
- Informing your neighbours.
- Obtaining consent from the parents or guardians of underage drinkers.
- Responsible serving and provision of alcohol.
- Adult supervision or appropriate security.
- A medical emergency plan.
- Please try to register your event at least one week before it is being held.

Always remember, if you are unable to handle the situation, call police on 000.

On the Day of the Event and Post Event

Role of the Organisers

- Oversee the setup of the event and provide any direction as to where neighbours may need to set up their equipment or place their food and drinks.
- Greet guests as they arrive.
- Make sure you introduce neighbours to each other and encourage conversations and connections.
- Help to facilitate any activities or games during the event.
- Ensure the event stays on schedule and keeps to the start and finishing times.
- Manage the clean-up of the event. Enlist as many people as possible to help.
- Remember that many hands make light work.

Set-Up

- Set up an attendance sheet where neighbours might wish to share their contact information and provide name tags for guests.
- Set up tables for food and remember to have plenty of garbage bins or bags available to collect rubbish. You may consider having a bin for general waste and one for recycling.
- If you are using a barbeque, ensure that it is clean and working properly.

Clean-Up

- Ensure all rubbish is quickly and safely collected and disposed.
- Leave the area clean after the event.
- Do not leave rubbish spilling out onto the street or next to bins in the street, park or reserve.
- Take your rubbish home with you.
- Encourage everyone to do their part and help out.

Activities after the Event

After the get-together, you may wish to get feedback from the neighbours who attended to determine if there is any interest in similar events being held in the future.

There are a wide variety of ways for neighbours to get together on a regular basis including:

- Setting up a community garden.
- Holding an exercise group in the local park.
- Develop a walking group.
- Forming a dog walking group.

SECTION 9 - APPENDICES

- Bond Policy
- Event Application Form
- Events Checklist
- Fireworks and Pyrotechnics Policy
- Gas Safety Self Checklist - Energy Safe Victoria
- Halls and Community Facilities for Hire
- Letter Drop Form
- Neighbourhood Event Resident Approval Form
- POPE Permit Application
- POPE Permit Policy
- Risk Management Plan Template
- Venue Selection Checklist

These can be downloaded from Council's website

https://www.hume.vic.gov.au/Whats_On/Events_and_Festivals/Events_Guide